FY 1978 OVERVIEW

The value of the APP is in the analysis and comparison of the information it records. To facilitate this effort several charts have been modified to include some additional history and in a very few places a percentage; with the exception of one line on Page 7a all the newly requested data is a direct line transfer from either the current or a previous APP. The exception, line 4 of Page 7a requests by grade the percent of ODS in a PRA for FY 76. The method for computing those percentages is explained in the "Aid and Guidance" section forwarded herewith.

You are encouraged to make and retain a name listing to support certain pages of the APP. Of particular concern are Pages 6 "Rotations", 7 "PRA" and 23 "Counseling Cases". It has been our experience on those occasions when additional reports are generated based on APP charts that some components have not been able to support the numbers with a name. While the name listings for the pages indicated are not a requirement maintaining such lists would alleviate many problems in the future. The PRA list is of course on a computer listing, however, it is advisable to keep a separate list of PRAs of two or more grades and PRAs which have been extended beyond the NTE date. An additional area where name listings may be beneficial is in reporting PDP numbers.

Special care should be taken in completing Page 23 "Counseling Cases". Individuals should be identified on this page only if they are ranked in the low percentiles due to weak or poor performance. An employee should not be represented on this page for any other reason; such as arithmetical requirement or due to his or her job being less essential.

The Career Service's FY 78 APPs are to be completed and submitted to the Director of Personnel by Friday, 18 November 1977. The report for the Career Service should be approved by the Head of the Service and should be submitted in original and one copy, with one clean copy for each Sub-group concerned.

AIDS AND GUIDANCE FOR PREPARATION
OF THE FY 78 APP REPORT


PAGE 1     FY 77 Goals and Achievements

Line 1 remains the same as Line 1 of the FY 77 APP.  It is
included for historical reasons.

Line 2 is a direct transfer from Line 9 of the FY 77 APP.

Lines 3, 5, 7, 9 and 11 should be taken directly from the
FY 77 APP, page two, Lines 5, 9, 11, 13 and 14 respectively.

Line 10 of this page should be transferred directly to
Line 1, page two.

Lines 4 and 6 of this page are taken directly from Lines
6 and 10 of page 1a.


PAGE 1a    FY 77 Goals and Achievements

Lines 1 and 2 of this page are the same as Lines 1 and 2 of
page one.

Lines 6 and 10 will transfer directly to Lines 4 and 6 of
page one.  For Subgroup reports, Line 6 is the total of Lines 3
through 5 and Line 10 is the total of Lines 7 through 9.  For the
Career Service reports, Line 6 is the total only of Lines 4 and 5
and Line 10 is the total of Lines 8 and 9.  Career Services are asked
to complete Lines 3 and 7, Subgroup losses and gains, as they reflect
the total intra-Career Service movement.

PAGE 2   Overall Plan for Projected Changes in Personnel Strength
         FY 78

Line 1 on this page is the same as Line 10 on page one.  On Subgroup reports Line 5 is the sum of Lines 2, 3 and 4; Line 9 is the sum of Lines 6, 7 and 8.  On Career Service reports, Lines 2 and 6 will be completed for the sake of the Sub-group information they provide but they will not be included in the sums reported on Lines 5 and 9 respectively.


PAGE 3   Personnel On Duty Strength Report - By Category

Lines 1, 4 and 7 should be taken directly from Lines 3, 6 and 9 respectively on page three of the FY 77 APP.

Line 1 + 4 + 7 = Line 9, page one

Line 2 + 5 + 8 = Line 10, page one

Line 3 + 6 + 9 = Line 13, page two


PAGE 4   Projected Personnel Losses and Planned Personnel Gains

These two charts will show in gross numbers the movement of personnel, first between Sub-groups and between Career Services and second, into and out of the Agency.  In the first category, which is "internal" movement, count only individuals who actually have a change in their Career Service or Career Sub-group designation.

Line 1 should be taken directly from the FY 77 APP, page four, Line 3.

Lines 4, 5 and 6 should be taken directly from the FY 77 APP, page four, Lines 4, 5 and 6 respectively.

Under the Professional Gains, the Clerical and Technical conversions should be separated from the internal gains number and counted in the column identified for them. The numbers for the Clerical/Technical column will be obtained as follows: Lines 4, 5 and 6 should be taken directly from the FY 77 APP, page four, Lines 4, 5 and 6 respectively. Lines 7 and 8 are the respective sums of the totals of Lines 9 and 10 of the FY 78 APP, page 5.

When arriving at the totals on the "Planned Gains" chart, add all clerical and technical conversions to the "Sub-group" column. On the "Projected Losses" chart consider all clerical and technical conversions as Sub-group losses. It is recognized that there may be inter-Career Service movement involved but for the purposes of this report credit all such movement to the Sub-group. For instance, a clerical in DDI/OER who becomes a professional in DDA/OP would count as an OER Sub-group clerical loss and as an OP Sub-group professional gain. Per the instructions in the previous paragraph, OP would of course count the individual in the Clerical/Technical Converts column under "Professional Gains" and in the Sub-group column under "Total Gains".

PAGE 5    Professional Gains

With the exception of including two lines of history and several percentages the charts on this page have not changed.

Lines 1, 2, 3, 6, 7 and 8 should be taken directly from the FY 77 APP, page 5, Lines 1, 2, 3, 4, 5 and 6 respectively; including, of course, the percentage numbers where requested. You will note that individuals on the "Planned Lateral Entry" chart will be included in the appropriate column of this second chart, however, clerical and technical conversions to professional status are not to be included.

On this page there is no section that provides a "total" of all professional gains. Total of professional gains are reported in the professional columns on Lines 4 through 8 of page four.

Remember, when the bottom chart on this page is completed the "total" figures will be transferred to page four per the page four instructions, and to page nineteen to provide data base for percentages.

PAGE 6     Rotational Assignments of GS Professional Employees

Lines 1 and 6 should be taken directly from Lines 4 and 9 respectively on page six of the FY 77 APP; include the totals and percents requested this year.

These charts have remained substantially the same. "Identified in PDP" refers to those individuals GS-13 through 15 identified or selected for executive development and/or those GS-15 through 17 or SPS individuals identified as current replacement candidates for executive vacancies. An agreed tour as used on these charts refers to a tour in which the individual actually does the

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complete spectrum of tasks of an assigned position outside his or
her own Career Sub-group or Career Service and does them for a period
in excess of six months. During this period the employee might be
slotted either against his or her own Service's Development Complement
or a slot on the host Service's T/O. A detail wherein an individual
is assigned to "help out" or do an ad hoc study is not thought of as
an agreed tour. Include on these charts all persons whose assignments
were and/or will be in being at any time during the reporting period.
The "in" and "out" totals of Sub-group moves within a Career Service
(Intra) should balance on the achievement line for the Career Services.
Hopefully when the Agency Consolidated Report is completed, the inter-
Career Service "in" and "out" moves will also balance.


PAGE 7    Personal Rank Assignments

Line 1 of this report should be taken directly from the
FY 77 APP page seven Line 9.

The percentages in Line 3 are the percent; the Line 2
entries are of the respective Line 1 entries of page two.

For those offices wishing to estimate the cost of PRAs,
the following rule of thumb is given: add .5 to the average grade
and consider that sum as the grade and step concerned. Example:
average grade of incumbent equals 11.234; add to this .5 for a total
of 11.734, the grade and step concerned is then considered to be
GS-11, step 7.

PAGE 7a    Personal Rank Assignment - Supplement

This page is new this year and all entries except Line 10 can be taken directly from the APP for the Fiscal Year indicated. Line 10 can be computed by using the FY 76 APP and calculating the percent the numbers of page seven, Line 4, are of the entries of Line 1, page two.

PAGE 8    Identified Separation/Replacement Requirements

Line 1 of this page should be taken directly from Line 6, page eight, of the FY 77 APP report.

PAGE 9    Training and Language

Lines 1 and 6 of this page should be taken directly from the numbers provided in Lines 4 and 8 respectively of page nine of the FY 77 APP report.

In completing this report please ignore all quotas and reflect actual needs for training. In completing the attached "List of Courses with Number of Planned Enrollees", use as a guide the training requirements submitted to OTR in May 1977. Substantial changes should be particularly highlighted to enable OTR to make the necessary adjustments. FYI, the training sections of the APP are forwarded to OTR and used in course scheduling and enrollment evaluation.

The "Language Positions" chart has not changed.

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PAGE 10    Language Skills Development

The FY 77 goals should be taken directly from page ten of the FY 77 APP report. This chart has not changed, however, you may wish to review the FY 76 instructions for completing this page.


PAGE 11 - 14    EEO Statistics - Professionals

Lines 2 and 8 of these pages should be taken respectively from Lines 5 and 11 on pages eleven through fourteen of the FY 77 APP report.

Line 7 on these pages should be taken directly from Line 3, page three, of this FY 78 APP report. Line 12 for each of these pages will be the same and will reflect the reporting component's planned professional promotions. The data for this line does not appear elsewhere in the APP. Line 1 of each of these pages will remain the same as Line 1 of last years report of these pages.

On the promotions charts, report promotions "to" and not promotions "from". Example: A GS-12 being promoted to GS-13 would appear in the GS-13 column.


PAGES 15 - 18    EEO Statistics - Technical

Lines 2 and 6 of these pages should be taken respectively from Lines 4 and 8 of pages fifteen through eighteen of the FY 77 APP report.

Line 5 will be the same on each of these pages and should be taken directly from Line 6, page three, of this FY 76 APP report.

Line 9 will be the same on each of these pages and will reflect the reporting component's planned technical promotions. These numbers are not reflected elsewhere in the APP.

Line 1 of each of these pages will be the same as Line 1 of these pages in the FY 77 APP.

PAGE 19   EEO - Movement of Clerical and Technical Employees Into Professional Status

Numbers for the small section titled "Total Moves to Professional Status" should be taken directly from the "total" columns of Lines 6, 7 and 8 of page five of this FY 78 APP report.  Lines 1 and 4 of this page should be taken directly from Lines 3 and 6 respectively on page nineteen of FY 77 APP.

PAGE 20   EEO - Training

No change from last year.

Lines 1, 4 and 7 should be taken directly from Lines 3, 6 and 9 respectively on page twenty of the FY 77 APP.

PAGE 21   Promotion Statistics

The numbers for the "Average Time in Grade" FY 74, FY 75 and FY 76 should be taken directly from the corresponding Lines on page twenty-one of the FY 76 APP report.

PAGE 22   Separations

Note the comment at the bottom of the APP page re duplicating Computer Listing.

PAGE 23    Professional and Technical - Counseling Cases

Include on this page only employees ranked in the low percentiles due to weak/poor performance. Do not include employees ranked low due to an arithmetical requirement, or because their skills are of limited or potentially limited use to the Career Service. Line 1 will identify all employees so ranked as of 30 September 1977 and all other entries on this page will be in reference to those numbers.

Line 7 requests numbers of those identified in Line 1 who were also ranked low in FY 75 but not in FY 76 and now again in FY 77.

Line 8 requests numbers of those in Line 1 who were also ranked low in FY 76. These individuals have then been ranked low for two but not three consecutive years, i.e., FY 76 and FY 77.

Line 9 requests numbers of those in Line 1 who were also ranked low in FY 75 and FY 76. These individuals have then been ranked low for three consecutive years, i.e. FY 75, FY 76 and now again in FY 77.


PAGE 24    Fitness Report Rating Profile

Note comments at bottom of APP page re duplicating Computer Listing.

Numbers for the 1974 through 1976 average ratings should be taken directly from page twenty-three of the FY 77 APP report.

PAGE 25     Group Communications

The first five "boxes" of this report should be taken directly from page twenty-four of the FY 77 APP report.

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25X9